

SPCEET Travel Authorization Form

GENERAL POLICY

This form is to provide advance authorization by the Department Chair and/or Dean to travel for employees of the Southern Polytechnic College of Engineering and Engineering Technology. The form must be completed and approved prior to any travel. Employees are ultimately accountable for the accuracy of their travel requests.

INSTRUCTIONS

Employees of SPCEET must complete this form and submit for approval in advance of the date of travel. Travel for students and post-docs must be approved through the Department and not through this form. Complete each field and write "n/a" if not applicable. A separate request is required for each traveler if a group is going together. If the dates of travel do not match the published dates for the meeting then address reason in the 'Purpose of Travel.' Please provide an accurate estimate of expenses including the actual costs if available. Please indicate if any expenses related to attending this event will be covered by the host or any other external funding sources. Submit the form through DocuSign to obtain signatures of traveler and Department Chair. Uploaded completed form to your Concur request to travel and your Concur expense report. Department Chairs are to keep this form on file within their department.

ONLY send to the Dean for signature: (1) If you are requesting funding from the Dean; (2) If the Dean is your direct supervisor; and/or (3) Is a request to travel internationally. To obtain the Dean's signature, add the Dean's Executive Assistant (QingQing Norris) as the last recipient to "receive a copy" in DocuSign.

TRAVELER INFORMATION

Name

Department

Email Address

Phone Number

TRAVEL INFORMATION

Dates of Travel

Destination(s)

Are you requesting funding from the Dean? Yes No

If yes, please obtain the Dean's signature, add the Dean's Executive Assistant (QingQing Norris) as the last recipient to "receive a copy" in DocuSign.

Purpose of Travel:

If attending a conference indicate the name of the conference and the reason for attending such as presenting paper, poster, tutorial, etc., and/or other business purpose. Give the reason if the dates of travel do not match those of the conference. For all other travel clearly indicate the specific business reason, such as attending a program review, visiting a funding agency, etc.

Plans for covering courses or other KSU obligations:

Classes, laboratories, meetings, other service, etc., during the time of travel.

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ESTIMATED EXPENSES

Transportation Costs:
(Including rental car, airfare, train, mileage, etc.) _____

Conference Registration Fee: _____

Hotel: _____

Meal Reimbursement: _____

Misc. Travel Expense: _____
(Visa costs, etc.) _____

Total Estimated Request: _____

Explanation of Estimated Expenses:

Please provide clarification for the requested funds, if needed. The total estimated cost is only those funds requested from KSU.

Source of Funds for Travel:

Indicate if any major costs such as conference registration, travel, accommodation, etc., are covered elsewhere.

EXPLANATION

Please provide the funding code(s) that will be used for the travel.

Budget ID #: _____

Amount: _____

Budget ID #: _____

Amount: _____

SIGNATURES

This travel is necessary for university business. Funds under my control are available to pay for the travel or I have received authorization to pay from other sources.

Traveler Signature

Date

Department Chair or Supervisor

Date

**SUPERVISOR
COMMENTS**

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Dean's Signature

Date

**DEAN
COMMENTS**